

Department of the Navy

CHART

Certificate Builder Tool

User Manual



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Logging On

Quick Start

- Go to <https://chart.donhr.navy.mil/CHART/admin/adminhome.asp>
- Log in using your userid (email address) and password for the CHART Admin Site (no change). New accounts and certificate privileges are approved via your HRSC chain to OCHR Recruitment Division, Internal Recruitment & Resumix/CHART Branch.
- Click on the [Certificate Builder](#) link.

Introduction to the New Certificate Tools

- The **Certificate Builder** includes 6 separate tools. Depending on who you are and what your privileges are, you might not see all 6. For example, Managers and HRO's will have only those links that pertain to them.
 1. **Create and Forward Certificates to Selecting Official**
 - ☐ Use this link to create your certificate and e-mail the Selecting Official/HRO that the certificate is ready to be worked.
 - ☐ Access is restricted to HRSC staff.
 2. **Selecting Official Search for Open Certificates**
 - ☐ This is the link the Selecting Official/HRO will use to view the certificate, view the resumes and document their selections. The HRSC staff might also use this to walk a manager or HRO through the selection process.
 - ☐ Access – HRSC staff, selecting officials, approving officials and HRO.
 3. **Approving Official Search for Open Certificates**
 - ☐ This link is used by the Approving Official (if additional approval is necessary) to approve and electronically sign certificates.
 - ☐ Access – HRSC staff, selecting officials, approving officials and HRO.
 4. **Close Certificates**
 - ☐ Use this link to close out the certificate and document the reason it is being closed. New step in the recruitment process. Will be used for reporting purposes.
 - ☐ Access is restricted to HRSC staff.
 5. **Search for Certificates**
 - ☐ Use this link to locate, edit, convert to word, print and delete your certificates.
 - ☐ Access is restricted to HRSC staff.
 6. **Certificate Reports and Functions**
 - ☐ This link provides access to several reporting tools, including a certificate report, EEO report, survey report and metrics report.
 - ☐ Access is provided to HRSC staff. Some HRO's and EEO offices may also have access.

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Creating a Certificate

Quick Start

- To create a certificate, click on the [Create and Forward Certificates Link](#).
 - ❑ Enter **Requisition Number** - Enter your requisition Number exactly as it appears on the overview in Resumix. There is no wildcard feature.
 - ❑ Select **Type of Certificate** – Select the type of certificate you wish to issue
 - ❑ Click the **Search for Certificate** button.

Hints

- You may only select and generate one certificate at a time.
- Certificates are grouped into two categories; **Internal** and **Delegated Examining**.
- **Internal Certificates**
 - ❑ Internal Certificates include those certificates where applicants are eligible to be hired by some type of hiring eligibility, such as VRA, Title 38, Merit Promotion, VEOA, etc. This category is named Internal based on the definition of internal candidates identified by the Code 50's.
 - ❑ The Internal Certificate includes merit promotion competitive, noncompetitive, Medical Public law and unranked categories. You may include one, two or all of these categories. It will group them separately in each category. Like Resumix, VEOA candidates would be included under Merit Promotion competitive.
 - ❑ The Priority Consideration certificate is used in those circumstances when an applicant has either missed consideration or is eligible for some other priority consideration. If you have candidates who are eligible for different priority consideration categories, you will need to issue separate certificates.
 - ❑ The Intel Certificate is used for Intel (CIPO) positions.
- **Delegated Examining Certificates**
 - ❑ Competitive Demo Professional and Competitive Demo Nonprofessional should be programmed to support the majority of the demo competitive hiring requirements.
 - ❑ DE Unranked should be used when you have three or less DE candidates. Candidates are placed on the certificate in a random order
 - ❑ DE Veteran is used for positions restricted to Veterans.
 - ❑ Check out the **DE Resumix Guide** for more information on using Resumix to issue DE certs.
- Additional help may be obtained reading the **Quick Tips**

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Saving your Certificate

Quick Start

- **Required Requisition Fields include:** Recruiter, Position Title, Department Name (Location), UIC, Agency Group Subelement Code (Major Claimant), Certificate Type, RPA Number, PP-SER-GR, Target Grade, Series/MPA Number, Org Code, Manager Name, and Manager Phone Number.
 - ❑ Additional required field for DE: Date Referral List Issued Date Field and Numeric Field. The numeric field is where you input the random number.
 - ❑ Optional Fields - PPP Number, Expiration Date, Recruiter Phone Number.
- **Certificate Number** – You must number each Certificate a unique number. The certificate number will automatically populate the Requisition Number. You may change this and/or add to it. You should be using the Standard Navy Requisition/Certificate Numbering Instructions that were published. Additional Certificate help is available using the help button. **Note:** Avoid using special characters such as (, {, [or % in your Certificate Number. This could corrupt your certificate.
- **Refreshing your Certificate** - If you find that you are missing information or that one of the tracking codes is incorrect, you can easily refresh your certificate once you make your corrections in Resumix using the green **Refresh key** in the upper right hand corner.
- To save your certificate click on the **Create Certificate** button.

Hints

- Once your certificate has generated, review it to make certain that your applicants populated correctly and that you received no missing information messages. You will receive missing information messages if the applicants **SSN** is blank in Resumix, there is no phone number for the applicant or if you are missing any of the below Resumix **Requisition Fields**. Note: If you generate your Requisition through the RPA, many of these fields will flow from DCPDS to your Requisition.
- RNO data - represented categories will now appear on each certificate. This information is pulled from Resumix. For certificates with two or less candidates information will automatically populate in Unknown or Balance. Balance is the new term for Race Unknown/Other.

Human Resources Service Center, SOUTHWEST
525 B Street Suite 600
San Diego, CA 92101-4410

INTERNAL CERTIFICATE

The following certificate has been generated for the below identified Requisition. The Requisition number is the same as the certificate number. If you have made an error rating an applicant and need to regenerate this certificate, make your corrections in Resumix. To regenerate your certificate by clicking the Refresh Button in the upper right hand corner. When you are ready to save this certificate and forward an e-mail to the selecting official/HRO, click the Create Certificate button below.

Privacy Act data listed on documents accompanying this certificate must be safeguarded

Certificate Number:	BECKERCERT4	Date Issued:	6/21/2004
# of Vacancies:	1	# Hired:	0
Series/MPA #:	0280	RPA Number:	ROA4587
Position Title:	AIRFIELD CLEARING EQUIPMENT OPERATOR	PPP #:	
PP/Series/Grade:	GS-9708-13	Target Level:	GS-10
Duty Location:	SCHL HEALTHSCIENCE	Org Code:	14567
UIC:	12345	Selecting Official:	Lisa Manager
Major Claimant:	1234	Phone:	333-333-3334
HRSC Recruiter:	Becker, Lisa	Recruitment Type:	Temporary
Recruiter Phone:		Expiration Date:	

- You may view the resumes of candidates by clicking on their name.
- The information provided on the certificates is different for each type of certificate. For example Veterans certificates and DE certificates will have additional headers appropriate to their type of candidates and requirements. To view each certificate, check out [Appendix B](#).
- Categories are determined by the tracking action and statuses you select and the type of certificate generated. Except for the addition of two new certificate statuses (Yes- Unranked and Yes- Medical Public Law and Yes – Priority Consideration), the process you follow to identify your tracking actions and statuses has not changed. Continue to record your tracking actions and statuses as you always have. See [Appendix C](#) for information on how to track individuals for the new certificates.
- You can email applicants by clicking in the e-mail box next to their name and then using the Email Applicants button. **Note:** If the applicant does not have an e-mail box that means they don't have an e-mail address in Resumix

Candidates:

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an app declines an interview, fails to respond to communication, or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. For other comments or notes for the HRO/HRSC, use the comments section. Click on the red question mark above for additional instructions and definitions.

Name	Phone	SSN	Category	Email
Derkowski, James	(858) 540-8846	8373	Preference Eligible	<input type="checkbox"/>
Lincoln, William	(843) 216-2477	4334	Non-Preference Eligible	<input type="checkbox"/>

[Select All Emails](#) ☐

[Create Certificate](#) [Send Applicant Emails](#)

Callouts:

- Click on names to view resume text file, including hardcopy resumes
- Click in E-mail Box and Send Applicant Email button to email applicants

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How to Email Applicants

Quick Start

- To send an applicant or group of applicants an email follow these steps:
 - ❑ On the certificate, click in the **email box** next to the applicant(s) you wish to email.
 - ❑ Click the **Send Applicant Email** button
 - ❑ **Verify or enter addresses** in the recipient and from boxes
 - ❑ Add an **email subject**.
 - ❑ **Enter your email message** in the Email Body
 - ❑ Click **Send Email** button.

Hints:

- This is an optional feature, which can be used for a variety of purposes. You can select which applicants you wish to email and you can enter any type of email text.
- For more information check out the **Quick Tips**. **Note:** Any information you may enter on the certificate under the optional header fields will be wiped out when you click Email Applicants. You will have to re-enter this.
- To send your e-mail click the **Send Email** button. Note: It will send an individual email to each applicant. That means an applicant won't see the e-mail addresses of the other applicants.

Applicant Emails	Quick Tips
<p>Enter the Required Information Below to Send Applicant Emails.</p> <p>Please enter the required information below to send an email message to selected applicants for your Selection Certificate, BECKERCERT2.</p> <p>Email Recipient(s): <input type="text" value="J.p.borkowski@act.net, billilincin2@hotmail.com"/></p> <p>From Email Address: <input type="text" value="isa.becker@navy.mil"/></p> <p>Email Subject: <input type="text" value="Enter Email Subject"/></p> <p>Email Body: <input type="text" value="Enter email message"/></p>	<p>Recipient Block In the Recipient block, confirm or add additional email addresses of those individuals you wish to forward this message to.</p> <p>From Block Please verify your email address or the address you want to send the message from in the From block.</p> <p>Multiple Email Addresses for Recipient Block More than one email address can be entered by using a comma between each address. Do Not enter more than one email address in the From Block.</p> <p>Email Body Add your email message in the email body.</p> <p>Submission Instructions Click the "Send Email" button at the bottom of the page.</p>

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Forwarding an Email to the Selecting Official/HRO

Quick Start

- To send the selecting official/HRO an email notifying them the certificate is ready:
 - On the certificate, click in the **Create Certificate** button.
 - Verify or enter addresses** in the recipient and from boxes
 - Add the **email subject**.
 - Enter or modify the email message** in the Email Body
 - Click **Send Email** button.

Hints:

- This window and e-mail action is required.** You must email somebody, even if it is to yourself.
Note: If you are issuing multiple certificates for a vacancy, you may want to just send one combined email. To do this, just send the emails for the certificates to yourself and when you are ready, email the selecting official/HRO with one email with the appropriate Certificate Numbers, etc.
- You may enter multiple recipients; Selecting Official, Dept Admin, HRO's, etc. Just enter a comma between each email address. For more instructions check out the **Quick Tips**.

Forward Certificate to Selection Official	Quick Tips
<p>Enter the Required Information Below to Send an Email Notice for the Certificate to the Selection Official.</p> <p>Your Selection Certificate, BECKERCERT2-INTELI, has been successfully created.</p> <p>Email Recipient(s): <input type="text" value="isa.becker@navy.mil"/></p> <p>From Email Address: <input type="text" value="isa.becker@navy.mil"/></p> <p>Email Subject: <input type="text" value="Selection Certificate Completion for BECKER"/></p> <p>Email Body: <input >,="" 209.22.230.23="" admin="" administration="" adminmenu.asp\">chart="" and="" beckercert2-inteli."="" certificate="" for="" http:="" log="" number="" on,="" screens="" search="" type="text" value="A certificate has been issued for IT SPECIALIST, UC-9020-99 - 123456789. You may view this certificate, review resumes and make selections using the CHART Certificate Tool. Go to the </p> <p><input type="button" value="Send Email"/></p>	<p>Recipient Block In the Recipient block, confirm or add additional email addresses of the Selecting Official and other individuals you wish to forward this notification to.</p> <p>From Block Please verify your email address in the From block.</p> <p>Multiple Email Addresses for Recipient Block More than one email address can be entered by using a comma between each address. Do Not enter more than one email address in the From Block.</p> <p>Email Body Add any additional e-mail text in the email body below.</p> <p>Submission Instructions Click the "Send Email" button at the bottom of the page.</p>

The e-mail text pre-populates, but you can add or change this text.

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The Selecting Official/HRO View and Selection Process

Quick Start

- The selecting official can locate their certificate (after logging on), by clicking the [Selecting Official Search for Open Certificate](#) Link.
 - ❑ **Enter Certificate Number** - Users should enter the Certificate Number exactly as provided. No wild card match.
 - ❑ Click the **Search for Certificate** button to open the certificate.

Hints

- Certificates will populate with the header information, selection instructions, applicant names and the new certificate survey. The header information and selection instructions should be identical or very similar to what was used for Resumerge.


HHS Resources Service Center, SOUTHWEST 625 B Street Suite 600 San Diego, CA 92101-4418			
INTEL CERTIFICATE (CATEGORY ORDER)			
Privacy Act data found in documents accompanying this certificate must be safeguarded			
Certificate Number:	RECHERCERT2-INTEL	Date Issued:	6/21/2004
# of Vacancies:	1	RPA Number:	123456789
Position Title:	IT SPECIALIST	PPP #:	
PP-Series/Grade:	WO-9920-44	Target Grade/Level:	WO-6
Duty Location:	PRDG MGMT OFC, 88P	Org Code:	41J1000
Recruitment Type:	Career/Career-Conditional	Selecting Official:	mR. manager
HHS Recruit:	Almazayya, Vicki	Phone:	311-311-1111
Recruiter Phone:		Expiration Date:	

Instructions:

1. Assess each candidate's experience, training, performance, awards, etc. against job-related criteria, and in conjunction with applicable merit staffing or bargaining unit agreements.
2. It is recommended that you document, for your personal files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant.

- **RNO data** - Represented categories will now appear on each certificate. This information is pulled from Resumix. For certificates with two or less candidates information will automatically populate in Unknown or Balance. Balance is the new term for Race Unknown/Other.
- Viewing Resumes and printing:
 - ❑ **Viewing applicants Resumes** - A selecting official can view an applicant's resume by clicking on the applicant's name. They may also print the resume, once they open it.
 - ❑ **Printing the Certificate** - To print the certificate, use the Print Certificate button in the upper right Hand Corner. This converts it into a printable "clean" version.
 - ❑ **Quick Printing of Resumes** - To mass print all the resumes, use the Print Resume button in the upper right hand corner.
- Making Selections - Use the pull down menus to identify selections, alternative selections and multiple selections. There is also a menu available to identify declinations, etc.
 - ❑ **Selection Action** - Is where they identify who was selected or alternative selections.
 - ❑ **Selection Order** - Use when there are multiple selections or alternatives, the manager can identify the order.
 - ❑ **Reason** - Can be used to document reasons for declinations, inability to contact, etc.

- ❑ **Selecting Official Help** - Additional instructions are available to the selecting official by clicking on the help button.

Candidates:  **Selecting Official Help**

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication, or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. For comments or notes for the HRO/HRBC, use the comments section. Click on the red question mark above for additional instructions and definitions.

Name	SSN	Phone	Category	Selection Action	Selection Order	Reason	Email
Berkowski, James	0373	(958) 543-8646	Preference Eligible	Selected		N/A	<input type="checkbox"/>
Lincoln, William	4334	(943) 216-2477	Non-Preference Eligible	Alternative		N/A	<input type="checkbox"/>

[Select All Emails](#) ☐

Was a selection made from this certificate?

Does this selection need to be approved by a reviewing official?

Click on a name to open the Resume Text

- **Other Questions**
 - ❑ Was a selection made from this certificate? question – This is a **required question**. If the selecting official selects no, then it will prompt them to input the reason no selection was made (see survey question number 1). This will then pre-populate the reason when you go to Close your certificate.
 - ❑ Does selection need to be approved by a reviewing official? question – If the position requires additional review or approval then the selecting official should input Yes. This will initiate the appropriate email and electronic signature.
- **Certificate Survey Questions:** These are optional. However, agencies and activities will be provided information on the number and trends of surveys not completed.
 1. Reason no selection is made will be required if the selecting official selects No on the “Was a selection made from this certificate question”.
 2. How satisfied are you question, has three answers ranging from 1 – Inadequate to 5 More than Adequate.
 3. If they select a one or a three under question 2, then they select what they were dissatisfied with.

Certificate Survey Questions:

1. If you did not make a selection from this certificate, please identify the reason why:

2. How satisfied are you with this certificate:

3. If you have selected a rating of 1 or 3, please identify what areas you were specifically dissatisfied with:

4. Add any additional information you wish to convey in the comments box below:

Selecting Official/HRO can enter additional comments on the survey or certificate here

- Selecting Official Action Buttons:
 - ❑ **Save Certificate/Return Later** – Saves all the information the selecting official has recorded and allows them to return later to finish.
 - ❑ **Save Certificate/Forward for Action** – Saves the information, electronically signs the certificate and brings the user to the appropriate e-mail window; either approving official notification or HRSC notification. This depends on if the selection requires additional approving review or not.
 - ❑ **Send Applicants Email** – The manager or HRO can send emails to the applicants by clicking in the email box and then using the Send Applicants Email button. **Note:** If you click this button before making a selection you will receive a pop up message. To work through this message just click Ok and the Send Applicant Email button again. Also, unless you save your selections, any selections you may have made on the certificate will be wiped out upon clicking this button and you will need to re-enter them again

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How the Selecting Official can Email the Applicant

Quick Start

- To send an applicant or group of applicants an email follow these steps:
 - ❑ On the certificate, click in the **email box** next to the applicant(s) you wish to email.
 - ❑ Click the **Send Applicant Email** button.
 - ❑ **Verify or enter addresses** in the recipient and from boxes.
 - ❑ Enter an **email subject**.
 - ❑ **Review or modify the email message** in the Email Body.
 - ❑ Click **Send Email** button.

Hints:

- This is optional, but can be used by the activity to notify referred applicants that they are being considered for a particular vacancy and ask about availability of continued consideration.
- Applicant names populate under the Email Recipient field based on those whose boxes were selected in the previous window.

Applicant Emails	Quick Tips
<p>Enter the Required Information Below to Send Applicant Emails</p> <p>Please enter the required information below to send an email message to selected applicants for your Selection Certificate, BECKERCERT2-INTEL</p> <p>Email Recipient(s):</p> <p><input type="text" value="D.p.beckowski@nbb.net, bs11lineo1n2@hotmail.com"/></p> <p>From Email Address:</p> <p><input type="text" value="isa.becker@navy.mil"/></p> <p>Email Subject:</p> <p><input type="text"/></p> <p>Email Body:</p> <p><input type="text" value="Dear Applicant, Congratulations! Your resume on file with Department of the Navy has been forwarded for selection consideration for the position of IT SPECIALIST, MC-9020-44. This position is located at PEOB NORT CFC, SEP, 4101000. If you would like additional information about this position, please contact MR. MANAGER at 111-111-1111."/></p>	<p>Recipient Block In the Recipient block, confirm or add additional email addresses of those individuals you wish to forward this message to.</p> <p>From Block Please verify your email address or the address you want to send the message from in the From block.</p> <p>Multiple Email Addresses for Recipient Block More than one email address can be entered by using a comma between each address. Do Not enter more than one email address in the From block.</p> <p>Email Body Add your email message in the email body.</p> <p>Submission Instructions Click the "Send Email" button at the bottom of the page.</p>

For more information check out **Quick Tips**.

- The email body text pre-populates information, however it can be changed and edited.
- To send your email click the **Send Email** button. Note: It will send an individual email to each applicant. That means an applicant won't see the e-mail addresses of the other applicants.

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Selecting Official/Approving Official Email Window

Quick Start

- To notify the approving official, HRO or HRSC that the certificate is ready for action:
 - ❑ On the certificate, click in the **Save Certificate/Forward for Action** button.
 - ❑ **Verify or enter addresses** in the recipient, CC and from boxes
 - ❑ Add the **email subject**.
 - ❑ **Enter or modify the email message** in the Email Body
 - ❑ Click **Send Email** button.

Hints:

- **This window and e-mail action is required.** This window and e-mail action is required. Depending on if additional review and approval is required, the information and instructions may differ.
- You may enter multiple recipients; Selecting Official, Dept Admin, HRO's, etc. Just enter a comma between each email address. For more instructions check out the **Quick Tips**
- The email text pre-populates and you can add or change this text. Depending on if additional review and approval is required, the information and instructions may differ.

Forward Certificate for Approval
Enter the Required Information Below to Send an Email Notice for the Certificate to a Reviewing Official.

Your Selection Certificate, BECKERCERT2-INTEL, has been successfully saved with your selection actions. Enter the required information below to send an email notice for approval to the reviewing official.

Email Recipient(s):

Email CC (HR Recenter):

From Email Address:

Email Subject:

Email Body:

Quick Tips

Recipient Block:
In the Recipient block, confirm or add additional email addresses of other individuals you wish to forward this notification to.

From Block:
Please verify your email address in the From block.

Multiple Email Addresses for Recipient Block:
More than one email address can be entered by using a comma between each address. **Do Not** enter more than one email address in the From Block or the CC Block.

Email Body:
Add any additional e-mail text in the email body below.

Submission Instructions:
Click the "Send Email" button at the bottom of the page.

For more information check out **Quick Tips**.

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Approving Official Search for Open Certificates

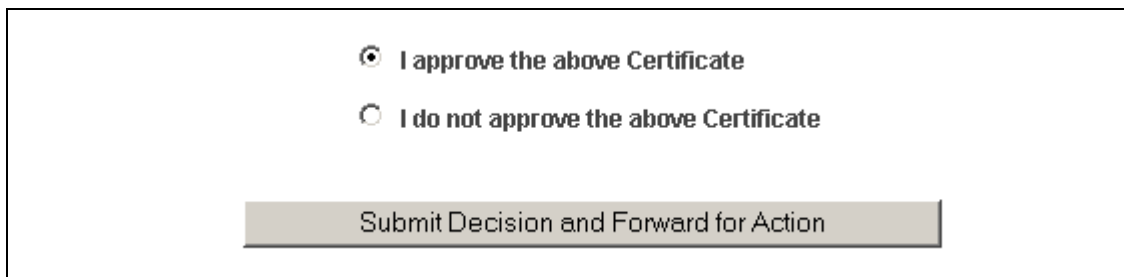
- The purpose of this link is so that the approving official can electronically approve and sign the certificate. It is anticipated that any problems a reviewing/approving official may have with a selection will be worked out prior to the official approving the certificate. Although a selection for “Do Not Approve” is listed, it is not intended that this would be used.

Quick Start

- The approving official can locate their certificate (after logging on), by clicking the [Approving Official Search for Open Certificate](#) Link.
 - ❑ **Enter Certificate Number** - Users should enter the Certificate Number exactly as provided. No wild card match.
 - ❑ Click the **Search for Certificate** button to open the certificate.

Hints:

- The only action the approving official can make, is to approve the certificate. They can not edit the selection actions or survey.
- Upon making their selection, clicking the **Submit Decision and Forward for Action** button initiates the electronic signature and notification email (see Selecting Official/Approving Official Email information for how this works).



The screenshot shows a web form for approving a certificate. It contains two radio button options: "I approve the above Certificate" (which is selected) and "I do not approve the above Certificate". Below these options is a button labeled "Submit Decision and Forward for Action".

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Closing a Certificate

Quick Start

- In order to capture information and allow generation of reports, it will now be necessary to close certificates. You can close a certificate individually or in groups.
- To begin this process click on the [Close Certificate](#) link.
- If you wish to close a **specific certificate**:
 - ❑ Enter **Certificate Number** - Enter your Certificate Number exactly as saved. There is no wildcard feature. **Hint:** copy and paste from your e-mail. Also you can enable your browser to have a memory on the menu and you can select from there.
 - ❑ Click the **Search for Certificate** button.
 - ❑ Scroll to the bottom of the certificate and **select a reason** the certificate is being closed from the pull down menu.
 - ❑ Click the **Close Certificate** Button.
 - ❑ At the email window either email a message or select **Cancel**.

- If you wish to see a list of all the Certificates that need to be closed, use the **Run Batch Closing** button.
- ❑ Make a Selection Under **Reason for Closure**
- ❑ Click the **Close Selected Certificates** Button

Hints:

- Here are some of the reasons it is important to close your certificates:
 - ❑ Allows the generation of several reports, including EEO and Survey reports.
 - ❑ Allows for the future generation of the DE Quarterly Report.
 - ❑ Allows statistics and trends to be identified for particular managers and activities.
- Unfortunately, the reason closed does not yet flow back to Resumix, although it is identified for an enhancement.
- If the Selecting Official does not make a selection, the reason will auto populate from their certificate to the Reason for Closure menu.
- You can view the certificate by clicking on the red certificate number.

Certificate Batch Closing Screen

Cert #	Date Issued	Cert Type	Status	Selection?	Reason No Selection	Satisfaction	Reason for Closure	Close?
DECHERCERT2INTEL1	6/21/2004	INTEL	O	Yes	N/A	3 - Adequate	N/A	Yes
DECHERCERT4S3	6/9/2004	Internal	O	No	Candidates Lack Desired Skills	1 - Inadequate	Candidates Lack Desired Skills	Yes
DECHERCERT11	6/9/2004	DE Vet	O	Yes	N/A	5 - More than Adequate	N/A	Yes

You have 3 Certificates waiting for Closure

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Searching for Your Saved Certificate

- Once you have generated and saved a certificate, you can locate it by using Search for Certificate.

Quick Start:

- To search for a saved certificate click on [Search for Certificate](#) link.
 - ❑ Enter **Certificate Number** - Enter your Certificate Number exactly as saved. There is no wildcard feature. **Hint:** copy and paste from your e-mail. Also you can enable your browser to have a memory on the menu and you can select from there.
 - ❑ Click the **Search for Certificate** button.

Hints

- From the Certificate you can:



- ☐ **Return** to the Search for Certificate Window.
- ☐ **Edit** the selection menus and comments.
- ☐ **Print the Certificate** for hardcopy records.
- ☐ **Print the Resumes**.
- ☐ **Convert and Save** the Certificate into Word.
- ☐ **Delete** the Certificate. **Note:** You might need to delete a certificate if you need to re-issue it due to an error after you have saved it.

Human Resources Service Center, SOUTHWEST
525 B Street Suite 600
San Diego, CA 92101-4410

INTEL CERTIFICATE
(CATEGORY ORDER)

Privacy Act data found on documents accompanying this certificate must be safeguarded

Certificate Number:	DECKERCERT2-INTEL	Date Issued:	6/21/2004
# of Vacancies:	1	# Hired:	0
Series/MPA #:	9003	RPA Number:	123456789
Position Title:	IT SPECIALIST	PPP #:	
PP/Series/Grade:	WO-9020-44	Target Level:	WO-6
Duty Location:	PROG MGMT OFC, SSP	Org Code:	41J100D

Edit Buttons

- Edit Certificate Button**

- ☐ This button will open up the certificate and allow you to change the selection actions, reason certificate closed answer and add additional comments.
- ☐ Use the **Save Certificate Changes** button to save your edit changes. Then to return back to the certificate, click the **previous button** in the upper right hand corner.



- Print Certificate Button**

- ☐ This will convert the certificate into a printer friendly "clean" format. To print, either use your browsers print button or right click and select print.

- Print Resumes Button**

- ☐ Use this button to print all the resumes at one time. You may also copy the information from this screen and paste it into an email or word document. This would be useful if you needed to e-mail the resumes

- Convert and Save Certificate into Microsoft Word**

- ☐ Use this button to convert and open up the certificate in Microsoft Word. From here you can save it to your hard drive. Just click the button and follow the instructions on the screen.

- Delete Certificate**

- ☐ If you need to re-do a certificate after you have already saved it, use the Delete Certificate button to delete it. Make certain this is what you really want to do. Once it is gone, its' gone.....

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Generating Certificate Reports

- There are 4 different Certificate Reports: Certificate Reports and Statistics, EEO Report and Statistics, Certificate Survey Report and Statistics and Certificate Metrics Report and Statistics.

Certificate Reports and Statistics

Quick Start

- To generate a quick report on your certificates, click on the [Certificate Reports and Statistics](#) Link
 - ❑ Enter your Search Parameters.
 - ❑ Click on the **Generate Report Button**.
 - ❑ You may add additional search parameters to narrow your search.

Hints:

- Start by reviewing the **Quick Tips** for specific instructions.
- You can use a wildcard % in Certificate Number, PP-Ser-Gr, Selecting Official, Org Code, and Series/MPA Number.
- Use the Blue Calendar buttons to enter the date or enter in MM/DD/YYYY format.
- Major Claimant uses the 4 digit DCPDS code, i.e. NV12.
- Your search criteria will not save once you generate the report. You will have to re-enter it in.
- To return to the main report page, use the Previous link.

Certificate Report and Statistics	
Enter the Parameters you Wish to Search on and Click the Generate Report Button.	
previous	
Enter Certificate Number:	<input type="text"/>
Select Region:	<input type="text" value="Select Region"/>
Select Type of Certificate:	<input type="text" value="Select Certificate Type"/>
Selection Status:	<input type="text" value="Select Status"/>
Enter Date Created:	From: <input type="text"/> <input type="text"/> To: <input type="text"/> <input type="text"/>
Enter RPA Number:	<input type="text"/>
Enter PP-SERIES-GR:	<input type="text"/>
Enter Major Claimant Code:	<input type="text"/>
Enter UIC:	<input type="text"/>
Enter Selecting Official:	<input type="text"/>
Enter Org Struct ID:	<input type="text"/>

Quick Tips
Entering Search Parameters
The search will look for exact matches. You may use a wildcard "%" in the following fields: Certificate Number, PP-SER-GR, Selecting Official, Org Code and Series/MPA Number. A wildcard can be used at the front and/or end of a term.
Narrowing or Expanding your Search
To generate a list of all certificates in the report database, do not enter in any parameters; just click the Generate Report button. To narrow or expand your search, add or eliminate fields. The search fields do not allow multiple entries or selections.
Date Format
The date format is MM/DD/YYYY.
Exporting your Results into Excel
Once generated, you can export your report into excel for further manipulation by clicking on the Excel button.
Sorting your Results
Click on a column header to sort the results by that column subject. Click the column header again to switch between ascending and descending sorts. **Note:** Certificate Type does not sort alphabetically; sorts based on the order of the certificates on the Create Certificate function.
Viewing a Certificate
Click on the red underlined certificate number to view the actual certificate.

Search
Criteria is
listed here

Certificate Search Results

The following certificates match your search criteria. Click on a column header to sort the results by that subject. Click the column header again to switch between ascending and descending sorts. Click on the certificate number to view that certificate. To print this report, use your browser's print button. Use the Excel button to export this report into Excel.

Filter Criteria
Certificate Type: Internal

Cert #	IRSC	Cert Type	Status	Issued	RPA #	Series/MPA #	Org Code	PP, Series, GR	UIC	Major Claimant	Set Official	Selection?	# Certs
NEO-CERT2-INTL	SW	Internal	C	6/9/2004	RBA21234	1035	12345	OS-1035-07	12345	BF45	John D. Williamson	Yes	
NEO-CERT2-INTL-53	SW	Internal	C	6/9/2004	ROA4567	0260	14967	OS-0708-14	12345	1234	Use Manager		
NEO-CERT2-INTL-54	SW	Internal	O	6/9/2004	RPA12345	0065	12345	OS-0402-13	12456	NV56	Tara Manager		
NEO-CERT2-INTL-55	SW	Internal	O	6/9/2004	RBA21234	1035	12345	OS-1035-07	12345	BF45	John D. Williamson		

You have 4 Matches

Excel Button

- You can sort your results by clicking on the column header. **Note:** Certificate Type does not sort alphabetically. It sorts by the order of the certificates on the Create Certificate page.
- To view a certificate click on the red certificate number.
- You may export the results into Excel by clicking on the Excel button. Just click the button and follow the instructions provided on the screen. **Note:** The document name must be in quotes and end with.xls; i.e., "testdocument.xls".
- To return to the main report page use the previous buttons.

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EEO Report and Statistics

Quick Start

- To generate an EEO report, click on the [EEO Report Reports and Statistics](#) Link
 - Enter the **Period of Assessment**. This is a required field.
 - Enter other **search parameters**.
 - Click on the **Generate Report Button**.
 - You may add additional search parameters to narrow your search.

Hints:

- Read the Quick Tips for specific instructions.
- See the hints listed under Certificate Reports and Statistics.
- Unlike the Certificate Report, you cannot sort the columns on this report.

EEO Report and Statistics

The following certificates match your search criteria. Click on the certificate number to view that certificate. To print this report, use your browser's print button. Use the Excel button to export this report into Excel.

Period of Assessment: 95/17/2994 to 06/21/2994

Cert #	Status	Selected	Total Candidates	Gender			RNO					
				Male	Female	Unknown	White	Asian	Black	Hispanic	AI/Alaskan	Other
NEO-CERT2-INTL	C	White/Male	2	2	0	0	1	0	1	0	0	0
NEO-CERT2-INTL-1	O	White/Male	2	2	0	0	1	0	1	0	0	0
NEO-CERT2-INTL-2	O		1	1	0	0	1	0	0	0	0	0
NEO-CERT2-INTL-34	O		8	2	4	2	2	1	1	2	0	0
You have 4 Matches				7	4	2	5	1	3	2	0	0
				53.8%	38.8%	5.4%	38.5%	7.7%	23.1%	15.4%	9.8%	

Balance is the
new term for
Other/Unknown

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Certificate Survey Report and Statistics

Quick Start

- To generate a Certificate Survey report, click on the [Certificate Survey Reports and Statistics](#) Link
 - Enter the **Period of Assessment**. This is a required field.
 - Enter other **search parameters**.
 - Click on the **Generate Report Button**.
 - You may add additional search parameters to narrow your search.

Hints:

- Read the **Quick Tips** for specific instructions.
- Note:** This report only generates for **Closed** certificates.
- See the hints listed under Certificate Reports and Statistics.
- Unlike the Certificate Report, you cannot sort the columns on this report.
- Satisfied pulls from those who rate the certificate a 5 – More than Adequate. Needs improvement would be those with a rating of 3 – Adequate or 1 – Needs Improvement.

Survey Report and Statistics

Period of Assessment: 06/03/2004 to 06/21/2004

Total # Certificates	Survey Completed?		Satisfied	Needs Improvement	Responses for Improvement															
	NO	YES			Quality	Quantity	Availability	Timeliness	Assistance	N/A										
7	1	14.3%	6	85.7%	0	0.0%	6	100.0%	3	50.0%	2	33.3%	1	16.7%	0	0.0%	0	0.0%	0	0.0%

	Responses for Improvement		Adequate	Inadequate
Quality of Candidates	2	33.3%	1	16.7%
Quantity of Candidates	2	33.3%	0	0.0%
Availability of Candidates	1	16.7%	0	0.0%
Timeliness of Certificate	0	0.0%	0	0.0%
Assistance provided by HRSC/HRO	0	0.0%	0	0.0%
No Response	0	0.0%	0	0.0%

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Certificate Metrics Report and Statistics

Quick Start

- To generate a Metrics report, click on the [Certificate Metrics Report and Statistics](#) Link
 - Enter the **HR Recruiter**. Use a wildcard.
 - Click on the **Generate Report Button**.
 - You may add additional search parameters to narrow your search.

Hints

- Read the **Quick Tips** for specific instructions.
- See the hints listed under Certificate Reports and Statistics.
- You can only sort the first seven columns.

Certificate Metrics Report														
<p>The following certificates match your search criteria. Click on one of the first seven column headers to sort the results by that subject. Click the column header again to switch between ascending and descending sorts. Click on the certificate number to view that certificate. To print this report, use your browser's print button. Use the Excel button to export this report into Excel.</p> <p>Filter Criteria Certificate Type: Internal HR Recruiter: %Becker%</p>														
Cert #	HRSC	HR Recruiter	Sel Official	Cert Type	Status	Issued	Selection	Days	Approved	Days	Closed	Total	Selection?	Reason Closed
GECHRC0013	SW	Becker, Lisa	John D. Villarsen	Internal	C	6/9/2004	6/10/2004	1	N/A	-	6/10/2004	1	Yes	Selection/Candidate Accepted
GECHRC0014-53	SW	Becker, Lisa	Lisa Manager	Internal	C	6/9/2004	6/21/2004	12	N/A	-	6/21/2004	12	No	Candidates Lack Desired Skills
GECHRC0015	SW	Becker, Lisa	Tara Manager	Internal	O	6/9/2004			N/A	-				
GECHRC0016	SW	Becker, Lisa	John D. Villarsen	Internal	O	6/9/2004			N/A	-				
You Have 4 Matches														

- This report provides three date counts:
 - ❑ From date **Issued** to date of **Selection**.
 - ❑ From date **Issued** to date **Approved**.
 - ❑ From date **Issued** to date **Closed**.

Appendix A

One Requisition/Certificate: The following identifies the structure if you only use one Requisition and Certificate for an RPA. Note: The number will be the same for the Requisition, the Resume Search and the Certificate. See below for Center Designator and Annc Type Codes.

Center Designator last digit of Year - Series - Grade - Alpha/Numeric # - Annc Type (*if appropriate*)
 (1) (4) (2) (5-7) (2)

Inventory Example: EA2-0201-11-MI123456-OCA

DE Example: NE2-0801-11-MI123456-DE

Multiple Requisitions/Certificates for same RPA: The following identifies the addition to the number structure if you create multiple Requisitions or Certificates for the same RPA. If you have more than one Requisition/Certificate for a particular Recruit add to the end of the Requisition:

Multiple Certs from the same Requisition	
Ending	When to Use
-IN	Issuing a <i>combined</i> Internal Certificate with Competitive, Noncompetitive candidates, Unranked, etc.
-MP	Issuing a Internal certificate with just <i>Competitive</i> candidates
-NC	Issuing an Internal certificate with just <i>Noncompetitive</i> candidates
-MPL	Issuing an Internal certificate with just <i>Medical Public Law</i> candidates
-UN	Issuing an Internal certificate with just <i>Unranked</i> candidates
-MS	Issuing an Internal certificate with just <i>Relocating Spouse</i> candidates
-OS	Issuing an Internal certificate with just <i>Outstanding Scholar</i> candidates
-DP	Issuing an Internal certificate with just <i>Persons with Disability</i> candidates
-VR	Issuing a <i>VRA Certificate</i>
-DV	Issuing <i>30% Disabled Certificate</i>
-INTEL	Issuing an <i>Intel Certificate</i>

Inventory Example for Competitive: EA2-0201-11-MI123456-OCA-MP

Stand Alone Example for VRA: EA2-0201-11-MI123456-IN-VR

Supplemental/Amended Certificates. If you must issue a supplemental certificate for a merit or DE Requisition, use the same Certificate number, but add the following identifiers to the end.

Supplemental/Amended Certs	
Ending	When to Use
-S#	Use when issuing a supplemental certificate. End with S1 for the first supplemental, S2 for the second and so on. When to use: When certificate is re-issued to add additional candidates. Usually applies to Delegated Examining.

-A#	Use when issuing an amended certificate. End with A1 for the first supplemental, A2 for the second and so on. When to use: When certificate is re-issued due to error on original certificate.
------------	--

Center Designator and Annc Type Codes

Center Designators Codes

EA
EUR
NE
NW
PAC
SE
SW

Alpha/Numeric # Examples

2 digit HR and RPA Sequence
2 digit Spec and RPA Sequence
2 digit Spec and OPM Control #

Annc Type Codes

DE (*for Delegated Examining*)
DH (*for Direct Hire*)
IN (*for Stand Alone Annc*)
OCA (*for Open Continuous/Inventory*)

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Appendix B

Copies of each Certificate

Internal Certificates

Click on a certificate to view.

[Internal Certificate](#)

[Priority Consideration Certificate](#)

[VRA Certificate](#)

[30% Or More Disabled Veterans Certificate](#)

[Intel Certificate](#)

DE Certificates

Click on a certificate to view.

[DE Professional Certificate](#)

[DE Nonprofessional Certificate](#)

[Competitive Demo Professional Certificate](#)

[Competitive Demo Nonprofessional Certificate](#)

[DE Unranked Certificate](#)

[DE Veteran Certificate](#)

[DE Unranked Certificate](#)

Internal Certificate

Privacy Act data found on documents accompanying this certificate must be safeguarded

Certificate Number:	BECKERCERT3	Date Issued:	6/9/2004
# of Vacancies:	1	# Hired:	0
Series/MPA #:	1035	RPA Number:	RBA21234
Position Title:	GS-1035-11 SUPERVISORY PUBLIC AFFAIRS SPECIALIST	PPP #:	
PP/Series/Grade:	GS-1035-07	Target Level:	GS-7
Duty Location:	COMNAVBASE SDIEGO	Org Code:	12345
UIC:	12345	Selecting Official:	John D. Williamson
Major Claimant:	BF45	Phone:	333-33-3333
HRSC Recruiter:	Becker, Lisa	Recruitment Type:	Temporary
Recruiter Phone:		Expiration Date:	

Instructions:

1. Assess each candidate's experience, training, performance, awards, etc. against job-related criteria, and in conjunction with applicable merit staffing or bargaining unit agreements.
2. It is recommended that you document, for your personal files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant in a selection inquiry.
3. Make your selection(s). Selection(s) should be made from candidates who possess the knowledge, skills, and/or abilities required to successfully perform the job. To expedite processing, it is recommended you consider selecting alternatives in the event of declination. Indicate your selection(s) and alternative(s) by using the **Selection Action** and **Selection Order** pull down menus provided. For example, if making one selection, indicate under Selection Action "Selected" next to the candidate of your choice. Then use "Alternative" next to your alternative selection(s). For multiple selections and alternatives use Selection Order to indicate your preference for order of offers.
4. Electronically sign and date the certificate, then return to your Human Resources Representatives using the "Save Certificate/Forward for Action" button below. All position offers will be made by a Human Resources Representative once it has been determined that selectee(s) meet necessary appointing requirements.

This referral list contains the following categories of applicants. This information is provided to assist you in fulfilling your affirmative action responsibilities.

 0 Males 0 Females 1 Unknown

 0 American Indian/Alaskan Native

 0 Asian/Pacific Islander

 0 Black

 0 Hispanic

 0 White

 1 Balance

Candidates:

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication, or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. For other types of comments or notes for the HRO/HRSC, use the comments section. Click on the red question

mark above for additional instructions and definitions.

Name	SSN	Phone	Category	Selection Action	Selection Order	Reason
Competitive Candidates						
Attwill , William	1335	(850) 476-5863	Best Qualified	Selected		N/A

SIGNATURE OF SELECTING OFFICIAL

DATE

SIGNATURE OF REVIEWING OFFICIAL
(IF APPLICABLE)

DATE

Priority Consideration Certificate

Privacy Act data found on documents accompanying this certificate must be safeguarded

Certificate Number:	BECKERCERT1	Date Issued:	6/9/2004
# of Vacancies:	1	# Hired:	0
Series/MPA #:	0260	RPA Number:	ROA4567
Position Title:	AIRFIELD CLEARING EQUIPMENT OPERATOR	PPP #:	
PP/Series/Grade:	GS-9708-13	Target Level:	GS-10
Duty Location:	SCHL HEALTHSCIENCE	Org Code:	14567
UIC:	12345	Selecting Official:	Lisa Manager
Major Claimant:	1234	Phone:	333-333-3334
HRSC Recruiter:	Becker, Lisa	Recruitment Type:	Temporary
Recruiter Phone:		Expiration Date:	

Instructions:

1. Candidates on this certificate are eligible to receive "Priority Consideration" for this position. "Priority Consideration" means that the candidate will receive consideration from the selecting official before any other candidate is referred. You are not required to select the candidate.
2. Assess each candidate's experience, training, performance, awards, etc. against job-related criteria, and in conjunction with applicable merit staffing or bargaining unit agreements.
3. It is recommended that you document, for your personal files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant in a selection inquiry.
4. Make your selection(s). Selection(s) should be made from candidates who possess the knowledge, skills, and/or abilities required to successfully perform the job. To expedite processing, it is recommended you consider selecting alternatives in the event of declination. Indicate your selection(s) and alternative(s) by using the Selection Action and Selection Order pull down menus provided. For example, if making one selection, indicate under Selection Action "Selected" next to the candidate of your choice. Then use "Alternative" next to your alternative selection(s). For multiple selections and alternatives use Selection Order to indicate your preference for order of offers.
5. Electronically sign and date the certificate, then return to your Human Resources Representatives using the "Forward Certificate to HR button" below. All position offers will be made by a Human Resources Representative once it has been determined that selectee(s) meet necessary appointing requirements.
6. Questions regarding interview, panel, or selection procedures should be addressed to your Human Resources Representative.

This referral list contains the following categories of applicants. This information is provided to assist you in fulfilling your affirmative action responsibilities.

<u> 3 </u>	Males	<u> 0 </u>	Females	<u> 0 </u>	Unknown
<u> 0 </u>	American Indian/Alaskan Native				
<u> 0 </u>	Asian/Pacific Islander				
<u> 1 </u>	Black				
<u> 0 </u>	Hispanic				
<u> 2 </u>	White				

0 Balance

Candidates:

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication, or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. For other types of comments or notes for the HRO/HRSC, use the comments section. Click on the red question mark above for additional instructions and definitions.

Name	SSN	Phone	Category	Selection Action	Selection Order	Reason
Callahan , Daniel	6150	(904) 291-6462	Priority Consideration	Selected	2	N/A
Mankey , James	5242	(909) 359-6670	Priority Consideration	Not Selected		Declined Location
Standley , William	6919	(303) 363-1131	Priority Consideration	Not Selected		N/A

SIGNATURE OF DATE
SELECTING
OFFICIAL

SIGNATURE OF DATE
REVIEWING
OFFICIAL
(IF APPLICABLE)

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VRA CERTIFICATE

Privacy Act data found on documents accompanying this certificate must be safeguarded

Certificate Number:	BECKERTESTCERT2	Date Issued:	6/9/2004
# of Vacancies:	1	# Hired:	0
Series/MPA #:	0029	RPA Number:	wer4567
Position Title:	AIRCRAFT WEIGHT AND BALANCE SPECIALIST TRAINING LEADER	PPP #:	
PP/Series/Grade:	GS-0301-12	Target Level:	GS-12
Duty Location:	NAVSURFWARCENDIV CORONA	Org Code:	12345
UIC:	68095	Selecting Official:	Lisa Manager
Major Claimant:	NV90	Phone:	333-444-4444
HRSC Recruiter:	Becker, Lisa	Recruitment Type:	Term
Recruiter Phone:		Expiration Date:	

Instructions:

- The candidates below are listed in veterans' preference category order as follows:

Category I	Veterans eligible for 10 point preference
Category II	5 point preference eligibles
Category III	Non-preference eligibles
- NOTE: Category III candidates may not be selected as long as candidates in Categories I and II are available without first contacting your Human Resources Representative for assistance.
- Assess each candidate's experience, training, performance, awards, etc. against job-related criteria, and in conjunction with applicable merit staffing or bargaining unit agreements.
- It is recommended that you document, for your personal files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant in a selection inquiry.
- Make your selection(s). Selection(s) should be made from candidates who possess the knowledge, skills, and/or abilities required to successfully perform the job. To expedite processing, it is recommended you consider selecting alternatives in the event of declination. Indicate your selection(s) and alternative(s) by using the **Selection Action** and **Selection Order** pull down menus provided. For example, if making one selection, indicate under Selection Action "Selected" next to the candidate of your choice. Then use "Alternative" next to your alternative selection(s). For multiple selections and alternatives use Selection Order to indicate your preference for order of offers.
- Electronically sign and date the certificate, then return to your Human Resources Representatives using the "Save Certificate/Forward for Action" button below. All position offers will be made by a Human Resources Representative once it has been determined that selectee(s) meet necessary appointing requirements.
- Questions regarding interview, panel, or selection procedures should be addressed to your Human Resources Representative.

This referral list contains the following categories of applicants. This information is provided to assist you in fulfilling your affirmative action responsibilities.

 3 Males 6 Females 3 Unknown

<u>0</u>	American Indian/Alaskan Native
<u>2</u>	Asian/Pacific Islander
<u>2</u>	Black
<u>3</u>	Hispanic
<u>2</u>	White
<u>3</u>	Balance

Candidates:

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication, or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. For other types of comments or notes for the HRO/HRSC, use the comments section. Click on the red question mark above for additional instructions and definitions.

Name	SSN	Phone	Category	Selection Action	Selection Order	Reason
Cervantes , Zully	8471	(818) 662-8750	Category I	Not Selected		N/A

SIGNATURE OF SELECTING OFFICIAL

DATE

SIGNATURE OF REVIEWING OFFICIAL
(IF APPLICABLE)

DATE

30% OR MORE DISABLED VETERANS CERTIFICATE

Privacy Act data found on documents accompanying this certificate must be safeguarded

Certificate Number:	BECKERTESTCERT2-3%	Date Issued:	6/9/2004
# of Vacancies:	1	# Hired:	0
Series/MPA #:	0029	RPA Number:	wer4567
Position Title:	AIRCRAFT WEIGHT AND BALANCE SPECIALIST TRAINING LEADER	PPP #:	
PP/Series/Grade:	GS-0301-12	Target Level:	GS-12
Duty Location:	NAVSURFWARCENDIV CORONA	Org Code:	12345
UIC:	68095	Selecting Official:	Lisa Manager
Major Claimant:	NV90	Phone:	333-444-4444
HRSC Recruiter:	Becker, Lisa	Recruitment Type:	Term
Recruiter Phone:		Expiration Date:	

Instructions:

1. The candidates below are Veterans with a 30% or more service-connected disability. Any of the candidates below may be considered for the selection.
2. Assess each candidate's experience, training, performance, awards, etc. against job-related criteria, and in conjunction with applicable merit staffing or bargaining unit agreements.
3. It is recommended that you document, for your personal files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant in a selection inquiry.
4. Make your selection(s). Selection(s) should be made from candidates who possess the knowledge, skills, and/or abilities required to successfully perform the job. To expedite processing, it is recommended you consider selecting alternatives in the event of declination. Indicate your selection(s) and alternative(s) by using the **Selection Action** and **Selection Order** pull down menus provided. For example, if making one selection, indicate under Selection Action "Selected" next to the candidate of your choice. Then use "Alternative" next to your alternative selection(s). For multiple selections and alternatives use Selection Order to indicate your preference for order of offers.
5. Electronically sign and date the certificate, then return to your Human Resources Representatives using the "Save Certificate/Forward for Action " button below. All position offers will be made by a Human Resources Representative once it has been determined that selectee(s) meet necessary appointing requirements.
6. Questions regarding interview, panel, or selection procedures should be addressed to your Human Resources Representative.

This referral list contains the following categories of applicants. This information is provided to assist you in fulfilling your affirmative action responsibilities.

 1 Males 2 Females 1 Unknown

 0 American Indian/Alaskan Native

 0 Asian/Pacific Islander

 1 Black

<u>2</u>	Hispanic
<u>0</u>	White
<u>1</u>	Balance

Candidates:

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication, or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. For other types of comments or notes for the HRO/HRSC, use the comments section. Click on the red question mark above for additional instructions and definitions.

Name	SSN	Phone	Category	Selection Action	Selection Order	Reason
Christian , Zelma	6737	(817) 551-5247	30% Disabled	Not Selected		N/A
Esqueda , Zinnia	1153	(562) 572-9051	30% Disabled	Not Selected		N/A
Gammon , Zachary	3333	606- 473-6690	30% Disabled	Not Selected		N/A
Millan , Alan	8107	(281) 496-9993	30% Disabled	Not Selected		N/A

SIGNATURE OF SELECTING OFFICIAL

DATE

SIGNATURE OF REVIEWING OFFICIAL
(IF APPLICABLE)

DATE

Intel Certificate

(CATEGORY ORDER)

Privacy Act data found on documents accompanying this certificate must be safeguarded

Certificate Number:	BECKERCERT2	Date Issued:	6/9/2004
# of Vacancies:	1	# Hired:	0
Series/MPA #:	9003	RPA Number:	123456789
Position Title:	IT SPECIALIST	PPP #:	
PP/Series/Grade:	WG-9020-44	Target Level:	WG-6
Duty Location:	PROG MGMT OFC, SSP	Org Code:	41J100D
UIC:	60530	Selecting Official:	mR. mANAGER
Major Claimant:	NV19	Phone:	111-111-1111
HRSC Recruiter:	Alimbuyao, Vicky	Recruitment Type:	Career/Career-Conditional
Recruiter Phone:		Expiration Date:	

Instructions:

1. Assess each candidate's experience, training, performance, awards, etc. against job-related criteria, and in conjunction with applicable merit staffing or bargaining unit agreements.
2. It is recommended that you document, for your personal files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant in a selection inquiry.
3. Make your selection(s). Selection(s) should be made from candidates who possess the knowledge, skills, and/or abilities required to successfully perform the job. To expedite processing, it is recommended you consider selecting alternatives in the event of declination. Indicate your selection(s) and alternative(s) by using the **Selection Action** and **Selection Order** pull down menus provided. For example, if making one selection, indicate under Selection Action "Selected" next to the candidate of your choice. Then use "Alternative" next to your alternative selection(s). For multiple selections and alternatives use Selection Order to indicate your preference for order of offers.
4. Candidates claiming preference are listed under the Preference Eligible category. Selection of a non-preference eligible over an equally qualified preference eligible must be documented in writing and based on failure to meet job-related criteria and must be approved by a higher level management official. This document must be returned with this certificate.
5. Electronically sign and date the certificate, then return to your Human Resources Representatives using the "Save Certificate/Forward for Action " button below. All position offers will be made by a Human Resources Representative once it has been determined that selectee(s) meet necessary appointing requirements.
6. Questions regarding interview, panel, or selection procedures should be addressed to your Human Resources Representative.

This referral list contains the following categories of applicants. This information is provided to assist you in fulfilling your affirmative action responsibilities.

<u> 0 </u>	Males	<u> 0 </u>	Females	<u> 2 </u>	Unknown
<u> 0 </u>	American Indian/Alaskan Native				
<u> 0 </u>	Asian/Pacific Islander				
<u> 0 </u>	Black				
<u> 0 </u>	Hispanic				
<u> 0 </u>	White				
<u> 2 </u>	Balance				

Candidates:

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication, or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. For other types of comments or notes for the HRO/HRSC, use the comments section. Click on the red question mark above for additional instructions and definitions.

Name	SSN	Phone	Category	Selection Action	Selection Order	Reason
Borkowski , James	9373	(858) 549-9846	Preference Eligible	Selected	1	N/A
Lincoln , William	4334	(843) 216-2477	Non-Preference Eligible	Selected	1	N/A

SIGNATURE OF SELECTING OFFICIAL

DATE

SIGNATURE OF REVIEWING OFFICIAL
(IF APPLICABLE)

DATE

DE Professional Certificate

Privacy Act data found on documents accompanying this certificate must be safeguarded

Certificate Number:	BECKERDECERT1-S2	Date Issued:	6/23/2004
# of Vacancies:	1	# Hired:	0
Series/MPA #:	0801	RPA Number:	ARN12345
Position Title:	GS-0802-11 AEROSPACE ENGINEERING TECHNICIAN	PPP #:	
PP/Series/Grade:	GS-0801-11	Target Level:	GS-11
Duty Location:	NAVAVNDEPOT SDIEGO	Org Code:	43500
UIC:	67890	Selecting Official:	Jim Newhall
Major Claimant:	NV12	Phone:	619-5457849
HRSC Recruiter:	Becker, Lisa	Recruitment Type:	Temporary
Recruiter Phone:		Expiration Date:	

Instructions:

1. Initial Selection must be made from the highest three eligibles available for appointment (referred to as the "Rule of Three"), however, you may not pass over a preference eligible (applicant with CPS, CP, XP or TP category designation) to select a nonpreference eligible (NV) with the same or lower score. Selections for second and succeeding vacancies must also be made applying the "rule of three" as stated above. When an eligible on this certificate has been within reach for selection three times and other eligibles were selected instead, the non-selected eligible may be eliminated from further consideration. Name requests or request to pass over veteran preference candidates cannot be honored without first contacting your Human Resources Representatives for assistance.
2. It is recommended that you document, for your personal files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant in a selection inquiry.
3. Make your selection(s). Selection(s) should be made from candidates who possess the knowledge, skills, and/or abilities required to successfully perform the job. To expedite processing, it is recommended you consider selecting alternatives in the event of declination. Indicate your selection(s) and alternative(s) by using the Selection Action and Selection Order pull down menus provided. For example, if making one selection, indicate under Selection Action "Selected" next to the candidate of your choice. Then use "Alternative" next to your alternative selection(s). For multiple selections and alternatives use Selection Order to indicate your preference for order of offers.
4. Electronically sign and date the certificate, then return to your Human Resources Representatives using the "Forward Certificate to HR button" below. All position offers will be made by a Human Resources Representative once it has been determined that selectee(s) meet legal and regulatory appointing requirements. Note: Applicants claiming veterans preference for appointment have been referred based on their claim. Selectees will be required to furnish proof of preference entitlement, citizenship, etc before a position offer can be made.
5. Questions regarding interview, panel, or selection procedures should be addressed to your Human Resources Representative.

This referral list contains the following categories of applicants. This information is provided to assist you in fulfilling your affirmative action responsibilities.

 6 Males 3 Females 1 Unknown

 0 American Indian/Alaskan Native

 1 Asian/Pacific Islander

<u>0</u>	Black
<u>2</u>	Hispanic
<u>6</u>	White
<u>1</u>	Balance

Candidates:

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. **Note:** Should one of your applicants decline consideration, the preferred documentation is a written statement from the applicant. However, if the declination was made orally, you may prepare a written statement of the applicants' declination and provide it in the Comments section below. Click on the red question mark above for additional instructions and definitions.

Name	SSN	Phone	Rating	Vet Pref	SSN-Tie	Category	Selection Action	Selection Order	Reason
Wheeler , Bryan	7149	(301) 737-0358	85	TP	87	Priority Consideration	Not Selected		N/A

SIGNATURE OF SELECTING OFFICIAL

DATE

SIGNATURE OF REVIEWING OFFICIAL
(IF APPLICABLE)

DATE

DE Nonprofessional Certificate

Privacy Act data found on documents accompanying this certificate must be safeguarded

Certificate Number:	BECKERDECERT1-S1	Date Issued:	6/10/2004
# of Vacancies:	1	# Hired:	0
Series/MPA #:	0801	RPA Number:	ARN12345
Position Title:	GS-0802-11 AEROSPACE ENGINEERING TECHNICIAN	PPP #:	
PP/Series/Grade:	GS-0801-11	Target Level:	GS-11
Duty Location:	NAVAVNDEPOT SDIEGO	Org Code:	43500
UIC:	67890	Selecting Official:	Jim Newhall
Major Claimant:	NV12	Phone:	619-5457849
HRSC Recruiter:	Becker, Lisa	Recruitment Type:	Temporary
Recruiter Phone:		Expiration Date:	

Instructions:

1. Initial Selection must be made from the highest three eligibles available for appointment (referred to as the "Rule of Three"), however, you may not pass over a preference eligible (applicant with CPS, CP, XP or TP category designation) to select a nonpreference eligible (NV) with the same or lower score. Selections for second and succeeding vacancies must also be made applying the "rule of three" as stated above. When an eligible on this certificate has been within reach for selection three times and other eligibles were selected instead, the non-selected eligible may be eliminated from further consideration. Name requests or request to pass over veteran preference candidates cannot be honored without first contacting your Human Resources Representatives for assistance.
2. It is recommended that you document, for your personal files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant in a selection inquiry.
3. Make your selection(s). Selection(s) should be made from candidates who possess the knowledge, skills, and/or abilities required to successfully perform the job. To expedite processing, it is recommended you consider selecting alternatives in the event of declination. Indicate your selection(s) and alternative(s) by using the Selection Action and Selection Order pull down menus provided. For example, if making one selection, indicate under Selection Action "Selected" next to the candidate of your choice. Then use "Alternative" next to your alternative selection(s). For multiple selections and alternatives use Selection Order to indicate your preference for order of offers.
4. Electronically sign and date the certificate, then return to your Human Resources Representatives using the "Forward Certificate to HR button" below. All position offers will be made by a Human Resources Representative once it has been determined that selectee(s) meet legal and regulatory appointing requirements. Note: Applicants claiming veterans preference for appointment have been referred based on their claim. Selectees will be required to furnish proof of preference entitlement, citizenship, etc before a position offer can be made.
5. Questions regarding interview, panel, or selection procedures should be addressed to your Human Resources Representative.

This referral list contains the following categories of applicants. This information is provided to assist you in fulfilling your affirmative action responsibilities.

 6 Males 3 Females 1 Unknown

 0 American Indian/Alaskan Native

 1 Asian/Pacific Islander

 0 Black

<u>2</u>	Hispanic
<u>6</u>	White
<u>1</u>	Balance

Candidates:

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. **Note:** Should one of your applicants decline consideration, the preferred documentation is a written statement from the applicant. However, if the declination was made orally, you may prepare a written statement of the applicants' declination and provide it in the Comments section below. Click on the red question mark above for additional instructions and definitions.

Name	SSN	Phone	Rating	Vet Pref	SSN-Tie	Category	Selection Action	Selection Order	Reason
Wheeler , Bryan	7149	(301) 737-0358	85	TP	87	Priority Consideration	Not Selected		N/A
Chiaffino , William	0737	(541) 401-3021	105	TP	107		Not Selected		N/A
Train , Richard	7638	(952) 942-8273	105	NV	106	Military Spouse	Not Selected		N/A
Burton , Brenda	0118	(301) 753 5193	105	NV	106	Name Request	Not Selected		N/A
Lawthers , William	2682	(661) 940-1017	105	NV	106		Not Selected		N/A
Trachtenberg , Charlene	5869	(703) 931-5246	70	XP	73		Not Selected		N/A

SIGNATURE OF SELECTING OFFICIAL

DATE

SIGNATURE OF REVIEWING OFFICIAL
(IF APPLICABLE)

DATE

Competitive Demo Professional Certificate

Privacy Act data found on documents accompanying this certificate must be safeguarded

Certificate Number:	BECKERDETEST6	Date Issued:	6/9/2004
# of Vacancies:	33	# Hired:	0
Series/MPA #:	9003	RPA Number:	123456789
Position Title:	IT SPECIALIST	PPP #:	
PP/Series/Grade:	WG-9020-44	Target Level:	WG-6
Duty Location:	PROG MGMT OFC, SSP	Org Code:	41J100D
UIC:	60530	Selecting Official:	mR. mANAGER
Major Claimant:	NV19	Phone:	111-111-1111
HRSC Recruiter:	Alimbuyao, Vicky	Recruitment Type:	Career/Career-Conditional
Recruiter Phone:		Expiration Date:	

Instructions:

1. The standard rule of three does not apply to Demonstration Project positions. Selection may be made from any of the candidates certified. However, you may not pass over a preference eligible (applicants with CPS, CP, XP, or TP category designations) to select a nonpreference eligible (NV) within the same or lower group. Selections for second and succeeding vacancies must also observe this rule. When an applicant on this certificate has been within reach for selection three times and other candidates were selected instead, the non-selected candidate may be eliminated from further consideration. Name requests or request to pass over veteran preference candidates cannot be honored without first contacting your Human Resources Representative for assistance.
2. It is recommended that you document, for your personal files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant in a selection inquiry.
3. Make your selection(s). Selection(s) should be made from candidates who possess the knowledge, skills, and/or abilities required to successfully perform the job. To expedite processing, it is recommended you consider selecting alternatives in the event of declination. Indicate your selection(s) and alternative(s) by using the Selection Action and Selection Order pull down menus provided. For example, if making one selection, indicate under Selection Action "Selected" next to the candidate of your choice. Then use "Alternative" next to your alternative selection(s). For multiple selections and alternatives use Selection Order to indicate your preference for order of offers.
4. Electronically sign and date the certificate, then return to your Human Resources Representatives using the "Forward Certificate to HR button" below. All position offers will be made by a Human Resources Representative once it has been determined that selectee(s) meet legal and regulatory appointing requirements. Note: Applicants claiming veterans preference for appointment have been referred based on their claim. Selectees will be required to furnish proof of preference entitlement, citizenship, etc before a position offer can be made.
5. Questions regarding interview, panel, or selection procedures should be addressed to your Human Resources Representative.

This referral list contains the following categories of applicants. This information is provided to assist you in fulfilling your affirmative action responsibilities.

 9 Males 1 Females 1 Unknown

 0 American Indian/Alaskan Native

 3 Asian/Pacific Islander

 2 Black

 3 Hispanic

2 White
1 Balance

Candidates:

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. **Note:** Should one of your applicants decline consideration, the preferred documentation is a written statement from the applicant. However, if the declination was made orally, you may prepare a written statement of the applicants' declination and provide it in the Comments section below. Click on the red question mark above for additional instructions and definitions.

Name	SSN	Phone	Rating	Vet Pref	SSN-Tie	Group	Category	Selection Action	Selection Order	Reason
Ballard , Anthony	7391	(760) 451 1406	105	TP	107	Superior	Priority Consideration	Not Selected		N/A

SIGNATURE OF SELECTING OFFICIAL

DATE

SIGNATURE OF REVIEWING OFFICIAL
(IF APPLICABLE)

DATE

Competitive Demo Nonprofessional Certificate

Privacy Act data found on documents accompanying this certificate must be safeguarded

Certificate Number:	BECKERDECERT3	Date Issued:	6/9/2004
# of Vacancies:	1	# Hired:	0
Series/MPA #:	0185	RPA Number:	12345
Position Title:	BUSINESS MANAGER	PPP #:	
PP/Series/Grade:	GS-0301-11	Target Level:	GS-11
Duty Location:	NAV HOSP CAMP PEND	Org Code:	680945100
UIC:	68094	Selecting Official:	Mr. Manager
Major Claimant:	NV18	Phone:	3333-3333
HRSC Recruiter:	Miscolta, Rosemarie	Recruitment Type:	Term
Recruiter Phone:		Expiration Date:	

Instructions:

1. The standard rule of three does not apply to Demonstration Project positions. Selection may be made from any of the candidates certified. However, you may not pass over a preference eligible (applicants with CPS, CP, XP, or TP category designations) to select a nonpreference eligible (NV) within the same or lower group. Selections for second and succeeding vacancies must also observe this rule. When an applicant on this certificate has been within reach for selection three times and other candidates were selected instead, the non-selected candidate may be eliminated from further consideration. Name requests or request to pass over veteran preference candidates cannot be honored without first contacting your Human Resources Representative for assistance.
2. It is recommended that you document, for your personal files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant in a selection inquiry.
3. Make your selection(s). Selection(s) should be made from candidates who possess the knowledge, skills, and/or abilities required to successfully perform the job. To expedite processing, it is recommended you consider selecting alternatives in the event of declination. Indicate your selection(s) and alternative(s) by using the Selection Action and Selection Order pull down menus provided. For example, if making one selection, indicate under Selection Action "Selected" next to the candidate of your choice. Then use "Alternative" next to your alternative selection(s). For multiple selections and alternatives use Selection Order to indicate your preference for order of offers.
4. Electronically sign and date the certificate, then return to your Human Resources Representatives using the "Forward Certificate to HR button" below. All position offers will be made by a Human Resources Representative once it has been determined that selectee(s) meet legal and regulatory appointing requirements. Note: Applicants claiming veterans preference for appointment have been referred based on their claim. Selectees will be required to furnish proof of preference entitlement, citizenship, etc before a position offer can be made.
5. Questions regarding interview, panel, or selection procedures should be addressed to your Human Resources Representative.

This referral list contains the following categories of applicants. This information is provided to assist you in fulfilling your affirmative action responsibilities.

 8 Males 2 Females 0 Unknown

 0 American Indian/Alaskan Native

 2 Asian/Pacific Islander

 2 Black

0 Hispanic
6 White
0 Balance

Candidates:

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. **Note:** Should one of your applicants decline consideration, the preferred documentation is a written statement from the applicant. However, if the declination was made orally, you may prepare a written statement of the applicants' declination and provide it in the Comments section below. Click on the red question mark above for additional instructions and definitions.

Name	SSN	Phone	Rating	Vet Pref	SSN-Tie	Group	Category	Selection Action	Selection Order	Reason
Winn , Norm	7095	(623) 362-3816	99	CPS	104	Superior		Not Selected		N/A

SIGNATURE OF SELECTING OFFICIAL

DATE

SIGNATURE OF REVIEWING OFFICIAL
(IF APPLICABLE)

DATE

DE Unranked Certificate

Privacy Act data found on documents accompanying this certificate must be safeguarded

Certificate Number:	BECKERDETEST6-S1	Date Issued:	6/9/2004
# of Vacancies:	33	# Hired:	9
Series/MPA #:	9003	RPA Number:	123456789
Position Title:	IT SPECIALIST	PPP #:	
PP/Series/Grade:	WG-9020-44	Target Level:	WG-6
Duty Location:	PROG MGMT OFC, SSP	Org Code:	41J100D
UIC:	60530	Selecting Official:	mR. mANAGER
Major Claimant:	NV19	Phone:	111-111-1111
HRSC Recruiter:	Alimbuyao, Vicky	Recruitment Type:	Career/Career-Conditional
Recruiter Phone:		Expiration Date:	

Instructions:

1. Assess each candidates' experience, training, performance, awards, etc. against job related criteria, and in conjunction with applicable merit staffing or bargaining unit agreements.
2. It is recommended that you document, for your personal files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant in a selection inquiry.
3. Make your selection(s). Selection(s) should be made from candidates who possess the knowledge, skills, and/or abilities required to successfully perform the job. To expedite processing, it is recommended you consider selecting alternatives in the event of declination. Indicate your selection(s) and alternative(s) by using the Selection Action and Selection Order pull down menus provided. For example, if making one selection, indicate under Selection Action "Selected" next to the candidate of your choice. Then use "Alternative" next to your alternative selection(s). For multiple selections and alternatives use Selection Order to indicate your preference for order of offers.
4. Electronically sign and date the certificate, then return to your Human Resources Representatives using the "Forward Certificate to HR button" below. All position offers will be made by a Human Resources Representative once it has been determined that selectee(s) meet legal and regulatory appointing requirements. Note: Applicants claiming veterans preference for appointment have been referred based on their claim. Selectees will be required to furnish proof of preference entitlement, citizenship, etc before a position offer can be made.
5. Questions regarding interview, panel, or selection procedures should be addressed to your Human Resources Representative.

This referral list contains the following categories of applicants. This information is provided to assist you in fulfilling your affirmative action responsibilities.

 0 Males 0 Females 2 Unknown

 0 American Indian/Alaskan Native

 0 Asian/Pacific Islander

 0 Black

 0 Hispanic

 0 White

 2 Balance

Candidates:

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. **Note:** Should one of your applicants decline consideration, the preferred documentation is a written statement from the applicant. However, if the declination was made orally, you may prepare a written statement of the applicants' declination and provide it in the Comments section below. Click on the red question mark above for additional instructions and definitions.

Name	SSN	Phone	Vet Pref	SSN-Tie	Category	Selection Action	Selection Order	Reason
Arellanes , Robert	3556	(505) 310 1467	NV	111		Not Selected		N/A
	6241	(281) 568 3751	CP	109		Not Selected		N/A
Arthur , Harold								

SIGNATURE OF SELECTING OFFICIAL

DATE

SIGNATURE OF REVIEWING OFFICIAL
(IF APPLICABLE)

DATE

DE Veteran Certificate

Privacy Act data found on documents accompanying this certificate must be safeguarded

Certificate Number:	BECKERDECERT1	Date Issued:	6/9/2004
# of Vacancies:	1	# Hired:	0
Series/MPA #:	0801	RPA Number:	ARN12345
Position Title:	GS-0802-11 AEROSPACE ENGINEERING TECHNICIAN	PPP #:	
PP/Series/Grade:	GS-0801-11	Target Level:	GS-11
Duty Location:	NAVAVNDEPOT SDIEGO	Org Code:	43500
UIC:	67890	Selecting Official:	Jim Newhall
Major Claimant:	NV12	Phone:	619-5457849
HRSC Recruiter:	Becker, Lisa	Recruitment Type:	Temporary
Recruiter Phone:		Expiration Date:	

Instructions:

1. Initial selection must be made from the highest three eligibles available for appointment (referred to as the "rule of three"), however, if non-preference eligibles (NV) are also certified on this list, you may not pass over a preference eligible (applicant with CPS, CP, XP, or TP category designation) to select a non-preference eligible (NV) with the same or lower score. Selections for second and succeeding vacancies must also be made applying the "rule of three" as stated above. When an eligible on this certificate has been within reach for selection three times and other eligibles were selected instead, the non-selected eligible may be eliminated from further considerations. Name requests or requests to pass over veteran preference candidates cannot be honored without first contacting your Human Resources Representative for assistance.
2. Assess each candidate's experience, training, performance, awards, etc. against job related criteria, in conjunction with applicable merit staffing or bargaining unit agreements.
3. It is recommended that you document, for your personal files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant in a selection inquiry.
4. Make your selection(s). Selection(s) should be made from candidates who possess the knowledge, skills, and/or abilities required to successfully perform the job. To expedite processing, it is recommended you consider selecting alternatives in the event of declination. Indicate your selection(s) and alternative(s) by using the **Selection Action** and **Selection Order** pull down menus provided. For example, if making one selection, indicate under Selection Action "Selected" next to the candidate of your choice. Then use "Alternative" next to your alternative selection(s). For multiple selections and alternatives use Selection Order to indicate your preference for order of offers.
5. Electronically sign and date the certificate, then return to your Human Resources Representatives using the "Forward Certificate to HR button" below. All position offers will be made by a Human Resources Representative once it has been determined that selectee(s) meet legal and regulatory appointing requirements. Note: Applicants claiming veterans preference for appointment have been referred based on their claim. Selectee(s) will be required to furnish proof of preference entitlement, citizenship, etc before a position offer can be made.
6. Questions regarding interview, panel, or selection procedures should be addressed to your Human Resources Representative.

This referral list contains the following categories of applicants. This information is provided to assist you in fulfilling your affirmative action responsibilities.

 6 Males 3 Females 1 Unknown

<u>0</u>	American Indian/Alaskan Native
<u>1</u>	Asian/Pacific Islander
<u>0</u>	Black
<u>2</u>	Hispanic
<u>6</u>	White
<u>1</u>	Balance

Candidates:

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. **Note:** Should one of your applicants decline consideration, the preferred documentation is a written statement from the applicant. However, if the declination was made orally, you may prepare a written statement of the applicants' declination and provide it in the Comments section below. Click on the red question mark above for additional instructions and definitions.

Name	SSN	Phone	Rating	Vet Pref	SSN-Tie	Category	Selection Action	Selection Order	Reason
Wheeler , Bryan	7149	(301) 737-0358	85	TP	87	Priority Consideration	Selected		N/A
Milkus , Regina	7086	925- 461-1266	100	CP	104		Not Selected		N/A
Trachtenberg , Charlene	5869	(703) 931-5246	70	XP	73		Not Selected		N/A
Train , Richard	7638	(952) 942-8273	105	NV	106	Military Spouse	Not Selected		N/A
Burton , Brenda	0118	(301) 753 5193	105	NV	106	Name Request	Not Selected		N/A
Lawthers , William	2682	(661) 940-1017	105	NV	106		Not Selected		N/A

SIGNATURE OF SELECTING OFFICIAL

DATE

SIGNATURE OF REVIEWING OFFICIAL
(IF APPLICABLE)

DATE

DE Unranked Certificate

Privacy Act data found on documents accompanying this certificate must be safeguarded

Certificate Number:	BECKERDETEST6-S1	Date Issued:	6/9/2004
# of Vacancies:	33	# Hired:	9
Series/MPA #:	9003	RPA Number:	123456789
Position Title:	IT SPECIALIST	PPP #:	
PP/Series/Grade:	WG-9020-44	Target Level:	WG-6
Duty Location:	PROG MGMT OFC, SSP	Org Code:	41J100D
UIC:	60530	Selecting Official:	mR. mANAGER
Major Claimant:	NV19	Phone:	111-111-1111
HRSC Recruiter:	Alimbuyao, Vicky	Recruitment Type:	Career/Career-Conditional
Recruiter Phone:		Expiration Date:	

Instructions:

1. Assess each candidates' experience, training, performance, awards, etc. against job related criteria, and in conjunction with applicable merit staffing or bargaining unit agreements.
2. It is recommended that you document, for your personal files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant in a selection inquiry.
3. Make your selection(s). Selection(s) should be made from candidates who possess the knowledge, skills, and/or abilities required to successfully perform the job. To expedite processing, it is recommended you consider selecting alternatives in the event of declination. Indicate your selection(s) and alternative(s) by using the Selection Action and Selection Order pull down menus provided. For example, if making one selection, indicate under Selection Action "Selected" next to the candidate of your choice. Then use "Alternative" next to your alternative selection(s). For multiple selections and alternatives use Selection Order to indicate your preference for order of offers.
4. Electronically sign and date the certificate, then return to your Human Resources Representatives using the "Forward Certificate to HR button" below. All position offers will be made by a Human Resources Representative once it has been determined that selectee(s) meet legal and regulatory appointing requirements. Note: Applicants claiming veterans preference for appointment have been referred based on their claim. Selectees will be required to furnish proof of preference entitlement, citizenship, etc before a position offer can be made.
5. Questions regarding interview, panel, or selection procedures should be addressed to your Human Resources Representative.

This referral list contains the following categories of applicants. This information is provided to assist you in fulfilling your affirmative action responsibilities.

 0 Males 0 Females 2 Unknown

 0 American Indian/Alaskan Native

 0 Asian/Pacific Islander

 0 Black

 0 Hispanic

 0 White

 2 Balance

Candidates:

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. **Note:** Should one of your applicants decline consideration, the preferred documentation is a written statement from the applicant. However, if the declination was made orally, you may prepare a written statement of the applicants' declination and provide it in the Comments section below. Click on the red question mark above for additional instructions and definitions.

Name	SSN	Phone	Vet Pref	SSN-Tie	Category	Selection Action	Selection Order	Reason
Arellanes , Robert	3556	(505) 310 1467	NV	111		Not Selected		N/A
Arthur , Harold	6241	(281) 568 3751	CP	109		Not Selected		N/A

SIGNATURE OF SELECTING OFFICIAL

DATE

SIGNATURE OF REVIEWING OFFICIAL
(IF APPLICABLE)

DATE

Appendix C

Tracking Actions and Codes

Internal Certificates

Merit Promotion Competitive

Tracked	Manual
Qualified	Qualified
Or	
Qualified	Best Qualified
Certified	Yes – Competitive

Noncompetitive

Tracked	Manual
Qualified	Noncompetitive
Or	
	Specific eligibility (i.e, CLG, Reassignment)
Certified	Yes – Noncompetitive

Medical Public Law

Tracked	Manual
Qualified	Qualified
Certified	Yes – Medical Public Law

Unranked

Tracked	Manual
Qualified	Qualified
Certified	Yes – Unranked

Long Term Certificate

Tracked	Manual
Qualified	Qualified
Certified	Yes – Competitive

Delegated Examining Certificates

DE Professional & DE Nonprofessional

Tracked	Manual
DE Qualified	Qualified
DE Rating	Score 70 to 110
MSP for DE	Yes (if applicable)
DE Name Request	Yes (if applicable)
DE Certified	Yes – Delegated Examining
Or	Yes – Delegated Exam Priority

Demo Professional & Demo Nonprofessional

Tracked	Manual
DE Qualified	Qualified
DE Rating	Score 70 to 110
MSP for DE	Yes (if applicable)
DE Name Request	Yes (if applicable)
DE Certified	Yes – Delegated Examining
Or	Yes – Delegated Exam Priority

DE Unranked

Tracked	Manual
DE Qualified	Qualified
DE Certified	Yes – Delegated Examining

DE Veteran

Tracked	Manual
DE Qualified	Qualified
DE Rating	Score 70 to 110
MSP for DE	Yes (if applicable)
DE Name Request	Yes (if applicable)
DE Certified	Yes – Delegated Examining
Or	Yes – Delegated Exam Priority

For more information on DE for Resumix see the ***Resumix DE User Manual***.

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